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## **REQUEST FOR QUOTATION**

**RFQ Name:** APPOINTMENT OF SRC ELECTION SERVICE PROVIDER.

**RFQ No:** KHC/RFQ/05/2024

**Specification Enquires:** Mr KM Picane

**Contact Details:** 047 401 6400

**Email address:** [kanyap@kinghintsacollege.edu.za](mailto:kanyap@kinghintsacollege.edu.za)

**SCM Enquiries:** Ms N. Maseme

**Contact No:** 047 401 6400/6437

**Email address:** [nmaseme@kinghintsacollege.edu.za](mailto:nmaseme@kinghintsacollege.edu.za)

## **SPECIFICATION:**

### **Appointment of an Independent Election Service Provider.**

| <b>ITEM</b>               | <b>FULL DESCRIPTION</b>   | <b>QUANTITY</b> |
|---------------------------|---|-----------------|
| Election Service Provider | Pan, Conduct and deliver SRC election in 05 Campuses:-<br><br>1. Teko Campus<br>2. Msobomvu Campus<br>3. Centane Campus<br>4. Willowvale Campus<br>5. Dutywa Campus | 01              |
|                           |   |                 |



## Important Information:

Please submit the following compliance documents:

### **MANDATORY RETURNABLE DOCUMENTS**

Prospective bidders to submit the following documents:

1. Valid SARS Tax Clearance Certificate or pin
2. Completed SBD 6.1 Preferential points claim form and submission of applicable documents outlined on Specific goals document (Obtainable from the website)
3. Central Supplier Database Registration proof (all report pages)
4. Completed SUPPLIER declaration forms (Obtainable from the website)
5. Copy of company registration certificate and certified copy of ID of director(s)
6. Public Liability Insurance Certificate
7. Minimum of three reference letters from institutions of higher learning where similar service of SRC Elections and Training were rendered
8. Company Profile

All quotations and compliance documents **MUST** be emailed to the following address: [nmaseme@kinghintsacollege.edu.za](mailto:nmaseme@kinghintsacollege.edu.za)

**Closing Date of quotations: 09 February 2024 AT 14H00**

**PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED.**